

## Summaries of February 2009 Meetings

SLO Coordinators: Jim Haynes, Coleen Lee-Wheat: Anne Argyriou, Senate President, Anu Khanna, Curriculum Chair

2/3, 2/5

2/2 Jim and Coleen met to workout what information we need to glean from our meeting with Barbara Illowsky. We met with Barbara from 10-1115. See SLO B. Illowski doc. Coleen will follow up on the websites and information she gave us.

2/5 Jim, Coleen, Ann and Anu met for 3 hours at Foothill College. We shared ideas and processes with Rosemary Arca. She gave us a template SLO DARED. It is an excellent because it is so simple. This will be an excellent tool to help us document the process for the institution. Jim will work be redeveloping this form. Rosemary has 50% release time and works daily with her VP on this project especially since they had recently received a warning letter from the AJCC. We talked with Rosemary about pooling our resources and working together on an Opening Day project that would serve as a workday for all faculty in regards to the SLO process. Ann will be meeting with Martha Kanter in regards to this possibility.

We need to work on how to document and store the input we receive from assessment groups. We need to determine what statistical reporting tools will we use to assess the data received. We need to hire a SLO coordinator who has a rich history in the SLO process!

The committee stayed and developed a timeline for a training and assessment model to begin. We need a financial commitment from the administration before we can proceed to secure our guest speakers to train our pilot group. We discussed opening day themes and how this could work into a timeline that would help the college meet some of the criteria that the AJCC is requesting.

2/8

The SLO purpose statement was discussed and passed. The resolution by the Senate about “what the SLO’s are NOT was discussed” and disseminated to the Senators to be disseminated to their peers for review.

Ann described the AJCC rubric for the SLO project and where De Anza stands on that timeline. Coleen described how the ICC’s and SLO project are intertwined. Anu described the pilot project timeline in light of the letter received from the AJCC. Jim described the timeline for Student Services.

Jim and Coleen will create a document that accompanies the ICC’s for the faculty and the townhall.

2/9/09

Jim and Coleen met at 9:30-10:30am to discuss the ICC's and it's cover letter. The revision of the DARED document and the information we would like to seek from Donna Stacio.

12:30-2:00

Meeting with Donna Stacio

Donna is the Chair of the Speech Department. She works closely with her group. They have already developed SLO's for their courses. We asked her to work with the "DARED" (redevise document). A pilot to see how easy it is to use. We would like to see if the information we receive is viable. Jim will be sending her the document for her department meeting this Thursday.

She also reviewed the draft of the cover letter for the ICC's.

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2/11/09

SLO presentation to Physical Education Division

Asked for 2 representatives from the Division to be point persons on the project.

Plan to create assessment groups based on similarities within the curriculum.

Dean has committed to creating a flex day for the division to create SLOs. Assessment processes will be incorporated in the Fall of 09

Jim and Coleen Lee-Wheat

Discovered Canada plan of reporting assessments

Discovered that we may need to have a recruiting presentation for groups within the college

Coleen contacted Jerry Noble, Nick Mattis, Dan Atencio, about past experience with the SLO process. Nick and Dan may have reference materials the Physical Education division could use. Matt Trosper will be working on documenting the information he gathers about student-athlete success. Possible to work backwards from the information he has to an SLO?

SLO Meeting 2/12/09

Jim Coleen and Anu met 9:30-11am

Discussed agenda for 12:30 meeting

Reviewed the ICC's

Reviewed the coverletter for ICC's

Jim will complete revisions

Jim will review DARE doc and combine with Canada doc

Slo meeting 2/12

Agenda

1. Letter from AJCC
2. Pilot project timeline

3. Budget for this project
4. SLO coordinators and their upcoming calendars
5. Calendar for opening day, administrative support for SLO theme
6. Institutional commitment to the ONGOING cycle of assessment

create a 3-5 year plan for the college

develop an plan for housing for faculty use (reference library), documenting and inputting assessment reports into an institutional assessment report

link program review to the assessments

Discover who is already performing “classroom assessment”  
Help them document the work that they are doing

Discover which student service groups are already performing assessments of their services.  
Help them document the work that they are doing

Work with Andrew -- what assessments are already occurring on campus? He may guide us to key people.

Work on the program review format. Must integrate some form of SLO assessment question there to show that the Institution is beginning to incorporate a program assessment link into its SLO plan.

Administrators need to commit to an Ongoing assessment plan. We need political backing VP and President to encourage this project. We have to stop “Jim and Coleen’s project” from infiltrating the project.

Determine the list of invitees for the SLO training pilot project

Create a special projects course that faculty can take to receive PAA for their involvement in piloting the project.

1/28/09—DID THIS MEETING GET POSPONED TO THE 12 OF FEB? 12:30-2:00  
 Christina Espinosa-Pieb, Robert Griffin, Andrew La Manque, Anu Khanna, Anne Argryiou,  
 Jim Haynes, Coleen Lee-Wheat

1. Anu brought forth a flow chart which summarizes a plan of activities.  
 Anu describe draft of a pilot training project and asked for input – invitees will be those who attended the SLO workshop in October, any faculty who are already working on the project, Robert, Christina and Jim encouraged inclusion of Division Deans in the process.
2. Christina asked if we knew if there were already faculty and staff who have written SLO's. Jim is going to pursue identifying student service areas that are currently assessing their processes already.

<b>Items</b>	<b>Budget Requested</b>
Guest Speakers/Trainers (1 per quarter)	\$4,000
Honorarium for faculty SLO leaders	\$8,000
Refreshments for SLO events	\$1,800
Materials (copy)	\$600
Substitute Pay	\$5,000
Attendance at SLO Institute (2 persons w/ registration, transportation, & lodging)	\$1,000
Release time for SLO Coordinators (summer stipend or release and Fall 09)	\$24, 000
<b>Total</b>	<b>\$44,400</b>

**Long-term (AY Annual Budget):**

Faculty/Staff Development Coordinator	\$80,000
SLO Coordinator	\$30,000

Misc Expenses (Training, campus events,  
materials, stipends, etc) \$50,000

**Estimated Annual Total:** \$160,000

3. A budget was requested, specifically, support for the Staff Development Office, support for training sessions for coordinators, faculty events, opening day events and assessment processes, possible reassigned time, PAA credit, incentives for participants of the pilot project,.
4. Jim emphasized the need to create a foundation for a continuing process of assessment that could be housed in the Staff Development Office.
5. Andrew notes that the college will be assessed by the accreditation team in the area of "linking faculty assessment to effectiveness in the classroom". This is a debate that the FA and Senate believe "crosses the lines of academic freedom." A draft of the purpose statement describing the SLO project was then introduced. Discussion of the document was positive. A suggestion was made to create a separate document /resolution that describes "what the purpose of the SLO project is NOT meant to be".

### 12:30 Meeting

Robert and Andrew revealed their findings about the accreditation conference and what is expected in the upcoming visit.

Discussion of the budget needs for the project

Discussion of the SLO timeline

Discussion for the timeline relative to leaders of SLO project

Discussion of Institution's commitment to the project

Robert assured the group that Student Services will fully engage in the project

Christina assured the group that the President has committed the funds and his endorsement to this project.

Martha Kanter is now fully on board also.

Opening Day activities may center on this project.

In light of the SLO coordinators job description and timeline, Christina recommended that the SLO coordinator's jobs be brought up in the Senate and opened as a 3 year position. –question 12 months. How much release time?

Coleen and Ann will attend a Dean's meeting to inform them of exactly how they can support the faculty with this project.

### 2-16-09

Jim and Coleen met impromptu to review agenda for Senate presentation.

Jim and Coleen made another presentation to the Senate. Intro to the timelines for SLO Trainers, and overall plan up to opening day.

### 2-17 945-1100am

Jim, Anu and Coleen met to discuss further duties for the Staff Development position. Further deliberations on the ICC coverletter and the PGA course details were discussed. The "DARE" document was revised by Coleen and should be discussed in the near future. Jim had spent the weekend organizing data collected.

### 2-19

Coleen and Ann gave a presentation to the Deans. A follow-up email and a request a list of people we should invite to be trained. (Took too long with questions. note to Coleen—need to really think about who your audience is. Maybe give them a paper to allow them to write down their questions as the presentation is progressing. Then have a few minutes at the end for discussion. We lost a lot of time due to questions that would have been answered.)

After the meeting Ann, Anu and Coleen met from 1030-11:15

ICC's and coverletter were reviewed again. Ann was going to devise a feedback form for the Town Hall on Tuesday. Ann is going to devise a flyer announcing the March 11<sup>th</sup> training session.

There were many emails discussing the website that has been set up for the SLO process. Jim and I both feel that we need to have an in depth discussion about the exact uses for the website. <<http://www.deanza.edu/slo>>

- 1) meet with Andrew to see what can be done
- 2) finalize our version of the DARE document for SS and Faculty (two separate docs) . . . what information do we need and how what data is significant at this time.
- 3) plan exactly how the data we collect will be stored , how it will be labeled

Jim and Coleen spent the weekend seeking models to help us revise the DARE doc.

Jim and Coleen need to reproduce the rationale for the Staff Development position.

2/23/09

Jim, Ann and Anu attended the Senate meeting to seek finalization of the Senate's SLO resolution.

Coleen -1 Hour update history since 2-12-09

Hey guys,

I was noodling around a bit and came up with a possible feedback form to use for the Town Hall. I am trying to think of some ways to make good use of the people we get, so that we don't have just unstructured time, and that we also have a record of what people think of the ICCs.

The categories I put on the chart result from a brief conversation I had with Andrew LaManque about our most recent version of the ICCs. I suspect we still have more refining to do.

Feel free to tell me this won't work, change it, etc.

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De Anza College  
ACADEMIC SENATE and OFFICE OF INSTRUCTION  
Faculty Announcement List  
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To all faculty:

De Anza College has just launched a webpage dedicated to the SLO efforts on the campus!

Many, many thanks to Andrew LaManque, Julie Ceballos and the Web Team, for assembling the site at short notice.

Since the webpage is so new, it primarily contains announcements and

background information. Our future plans are to expand it to serve as a resource and reference for the De Anza community, so we will be updating it periodically.

Information about Tuesday's Town Hall and a copy of the Institutional Core Competencies currently under review are available at the site for downloading.

Please visit the site at <http://www.deanza.edu/slo>

Best,  
anne